



Report to the Auburn City Council

Agenda Item No. **13**

City Manager's Approval

To: Mayor and City Council Members
From: John Ruffcorn, Chief of Police
Date: August 22, 2010
Subject: Auburn Police Department Yearly Report

The Issue

In these tough economic times, the Auburn Police Department (APD) continues on its path for constructive change, continues with its open solicitation of fresh insights, while enhancing the services that the citizens of our city require from us. This report outlines the course of the Police Department over the last three years, lists the work being completed by our department personnel, and provides insight into crime information.

Conclusions and Recommendations

The Auburn Police Department will continue to foster relationships with its business community, its residents, and the people that visit our wonderful city. The department will continue to enhance its community policing efforts, maintain a high level of service, while increasing its transparency. We will continue to strive to become more efficient while maintaining our effectiveness.

This report was created for information only, but additional information can be supplied if needed.

Background

The Auburn Police Department is made up of dedicated professional police officers, civilian personnel and a highly skilled volunteer force that provide quality service and protection to our community. We continue to build relationships with the community through inclusive collaboration of law enforcement, citizens, and other public safety organizations.

To be successful in today's law enforcement climate, it is important for the Auburn Police Department to recognize all of the stakeholders in our ultimate success. These partnerships must continue to work together to improve the quality of service that we deliver. Community policing involves greater interaction between police and community. The employees of the Police Department have responded to this partnership by enhancing our National Night Out efforts, the creation of the Citizen's Awareness Academy, by participating in more Auburn business related functions and a myriad of behind the scenes tasks that are outlined in this report.

To continue the growth of the Police Department, continued education is a priority; the Police Department maximizes training opportunities for our officers, command staff, civilian employees, and volunteers. Technical advancement in the ongoing development of data collection programs (CrimeReports.com) are essential for the most efficient delivery of services, improved public safety, and department accountability. The Auburn Police Department will continue evaluating its delivery of services to make sure we are meeting the demands and needs of our community.

The Police Department provides not only the reactive services necessary to ensure public safety; we are committed to providing the proactive services that will enhance the partnership with our community and secure the quality of life we can achieve together. Our work together as “partners of public safety” will continue to build bridges of trust that encourage mutual respect and positive change.

Over the last three years, the department has gone from 26 sworn officers down to 21 sworn officers, and 8 dispatchers and one community service officer down to seven dispatchers (Attachment A). It has also eliminated 2/3 of its executive staff. Overall, it has transitioned from a 36-member department down to a 28-member department (a 20% reduction).

In fiscal year 2010/2011, two of our officers were paid for by grants. As we move into fiscal year 2011/2012, only one of our officers will be paid for by a grant. To maintain our patrol staffing levels, the department will move forward with only the chief of police in the executive ranks so that the citizens of the city will continue to be provided the enhanced level of service they deserve.

Dispatchers

To be successful within our mission, every member of the department is a valued resource. Being a small agency it, is imperative that we have personnel capable of performing multiple functions. In most agencies, dispatchers answer telephones and dispatch calls for service. Auburn Police Department Dispatchers are not only responsible for those functions, but we also have one assigned to our Records Unit and one as a property/ animal control officer.

Our dispatchers receive, classify, and prioritize all incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information. They operate a variety of public safety communications equipment including a 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio system.

After receiving the call, they evaluate response necessary as dictated by a given request for service; determine nature, location, and priority of calls; operate computer aided dispatch system to create calls for service within response criteria guidelines; assign and dispatch appropriate emergency vehicles, equipment, and personnel in accordance with policies and procedures; transfer calls to other appropriate agency in accordance with established procedures; and obtain and dispatch other support services as necessary. The dispatcher is required to maintain contact with all units on assignment through computer aided dispatch; maintain status and location of police field units; maintain computer records of traffic stops and other officer initiated activity.

Our dispatchers retrieve information from local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; relay information to officers in the field. They also are required to operate computer terminals and teletype machine to enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, citations, field interviews, driver license and vehicle registration information, and warrants on wanted persons; compose and transmit messages to other agencies.

Our dispatchers perform a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities including organizing, processing, maintaining, updating, and routing a variety of departmental reports, records, and files; they operate and maintain the departmental centralized record keeping systems; make inquiries; enter reports; update individual files; and update codes. They perform a variety of general clerical duties in support of the department; compile, maintain, process, and prepare a variety of records and reports; type transcripts from taped interviews; maintain various files; prepare supplemental reports as directed.

They operate and maintain the computer messaging system to notify residents of fire conditions; update phone numbers of residents in specified fire zones. They control the security of the police building; operate and monitor internal security system. As assigned, our dispatchers serve as dispatch and/or records training officers for new dispatchers, police officers, and police reserve. They train new police officers, police reserves and new dispatchers on communication and records procedures, and as assigned, they process, evaluate, and distribute police reports and records ensuring that information is released in accordance with related laws and departmental policies.

Under the direction of the chief of police, the Records Unit is responsible for developing and managing the department records and information management efforts. The dispatcher assigned to this position organizes, converts, and integrates files for storage. It is imperative that she consults with users on automated records management applications and recommends software solutions. This person ensures that all information practices meet state regulations. They rely on experience and judgment gained as a dispatcher to plan and accomplish the department's goals. This person also leads and directs the work of volunteers and our officers to accomplish her mission. Because of the increased responsibility of this position over the last year, and the increasing responsibility this person will undertake with the loss of executive staff, a wide degree of creativity and latitude is expected. This position reports directly to the chief of police.

This person will also perform a wide variety of responsible and complex secretarial, administrative, and programmatic duties in support of the chief of police. This position assists the entire department in collecting, compiling, analyzing, and assembling information from various sources on a variety of specialized topics related to public safety. This person utilizes various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing or spreadsheet software. They maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments. This person operate a variety of office equipment including a typewriter, telephone systems, copier, facsimile machine, adding machine, cash register, and/or computer.

Under the direction of the investigations sergeant, the dispatcher assigned to the Property Room/Animal Control Unit receives, stores, records, and issues money, valuables, and other articles seized as evidence, removed from prisoner, or recovered, lost, or stolen property: They prepare record of articles and valuables received, including description of article, name of owner (if known), name of police officer from whom received, and reason for retention. Issues property being retained as evidence to officer at time of trial upon receipt of authorization. Telephones owners or mails letters to notify owners to claim property, and releases lost or stolen property to owners upon proof of ownership.

This person returns property to released prisoners. Prepares lists of articles required by law to be destroyed and destroys narcotics and drugs (upon authorization) in presence of official witnesses. Sends alcoholic beverages to state liquor commission. Lists and sends unclaimed or confiscated money to auditor's office and sends unclaimed and illegal weapons for official destruction. This person also prepares inventory of unclaimed articles for possible sale at auction or donation to charitable organization.

The dispatcher assigned to Property Room/Animal Control position duties include enforcing various City ordinances and regulations governing animal control; maintain records and reports; impound, feed, and dispose of animals as needed. They enforce City ordinances by patrolling assigned areas; capture and impound dead, sick, injured, stray, or trapped domestic and non-domestic animals. This person also responds and investigates complaints from the public regarding stray, sick, injured, and abused animals; investigates cases of cruelty, neglect, abandonment, animal bites, and barking dogs.

This person is responsible for explaining various ordinances regarding animal control to the public; post signs and distribute flyers and pamphlets. They write citations for violations of City ordinances related to animals; respond to court requests for contested citations. This person assists in the removal of deceased animals from City property and other locations; assists the public in trapping domestic and wild animals. They might be called upon to euthanize severely injured, diseased, or vicious animals that cannot be captured. This person works with the county to quarantine biting animals for observation according to established guidelines. They also are responsible for preparing and maintaining a variety of files, records, and reports regarding impounded animals, animal bites, quarantines, investigations, citations, and daily statistics.

This person is responsible for operating and maintaining an animal control vehicle; utilizing a variety of animal control devices and equipment including leash, muzzle, traps, catchpole, net, radio and tranquilizing equipment. Because we do not have our own animal shelter, this person also works closely with the county on a regular basis to accomplish their required tasks.

Officers

Under the supervision of a sergeant, our officers performs a variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforce State and local traffic regulations; participate in and conduct a variety of criminal investigations; provide support and assistance to special crime prevention and law enforcement programs; and they perform a variety of technical and administrative tasks in support of law enforcement services and activities. Experienced officers may be assigned to the Investigations Unit on a rotational basis.

Our officers patrol designated areas of the City in car, by foot, or other means to preserve law and order. They discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances, and they maintain awareness of and remain alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.

Our officers respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, animal control, and related incidents; respond to and provide assistance at a variety of public service type calls that are non-criminal in nature. They conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any crime has been committed; identify, collect, preserve, process, photograph, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.

Our officers are required to prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under Federal, State and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations. They direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at parades, festivals, riots, and other events.

Our officers serve as liaison and public relations officer for the assigned area; establish and preserve good relationships with the general public; may develop reliable informants and provide intelligence information to divisional and/or departmental personnel. They contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.

Our officers participate in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills. They perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; prepare and submit news releases; maintain and calibrate specialized equipment including preliminary alcohol screening devices. They prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.

Our officers are required to testify in juvenile, civil, traffic, municipal, and criminal courts, and parole and DMV hearings; prepare and present evidence; respond to mandatory court calls during irregular hours. They answer questions from the public concerning local and State laws, procedures, and activities of the department. They assist in receiving, searching, booking, fingerprinting, and transporting prisoners.

On certain occasions, when assigned, our officers make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police Department activities; serve as liaison to neighborhood watch groups and schools.

Our experienced officers' train new recruits and lateral police officers; document trainee progress and prepare evaluations; and serve as acting field supervisor as assigned. Our School Resource Officer, serves as law enforcement officer, law related counselor, and law related instructor at all of the schools within the City; provides crisis intervention services; provides information and assistance to local school staff and students; makes group presentations; attends committee meetings; serves as liaison between the school and the Police Department; maintains program statistics and reports.

All of our officers are required to work traffic control and enforcement. However, our motor officer is specifically assigned to traffic. This person patrols assigned areas on a police motorcycle; perform a full range of traffic enforcement duties; observes, monitors, and controls routine and unusual traffic conditions; assists and advises motorist; uses radar to detect speed; issues citations and warnings; and investigates traffic accidents.

Sergeants

In the new organizational structure within the Police Department, all of the sergeants report directly to the chief of police. They supervise, assign, review, and participate in the work of law enforcement staff involved in traffic and field patrol, investigations, administration, crime prevention, community relations, and related services and activities. They serve as watch commanders on an assigned shift; overseeing and participating in all work activities, and they assume responsibility for assigned special programs, projects, or department-wide functions or activities. Our sergeants coordinate activities with other agencies; and perform a variety of administrative and technical tasks relative to assigned area of responsibility.

The sergeants are required to plan, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in traffic and field patrol, investigations, community relations, and related services and activities; supervise non-sworn staff in dispatch, records, parking enforcement, animal control, and property and the evidence room as assigned.

Our sergeants serve as watch commander for an assigned shift; prepare and administer briefings; assign patrol beats; supervise and direct sworn and non-sworn staff and activities on assigned shift; inspect equipment including vehicles; approve police reports and arrests; review shift incidents and prepare End of Watch Reports.

The sergeants recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures. They participate in the selection of law enforcement staff; interview applicants and conduct background investigations; coordinate and administer various examinations including proctoring written, physical agility, and other related tests as needed; preparing written reports recommending hire of new officers. They are responsible to train and evaluate assigned personnel; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.

The sergeants respond to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command and the Standardized Emergency Management Systems. They assume responsibility for assigned collateral functions including special programs, projects, or department-wide functions or activities; supervise specialized teams and our reserve program.

The sergeants participate in the planning and supervising of special events in the City. They maintain liaison with other City departments, investigators, District Attorney, and Coroner. They also serve as liaison to various civic groups or business organizations; serve on various committees; provide a full range of administrative support to management staff; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate. They prepare departmental policies and procedures; assist in the development of new and revised City ordinances pertaining to the law enforcement services and activities; prepare and present staff reports and other necessary correspondence.

As assigned, our sergeants conduct internal affairs investigations (citizen complaints) and Administrative Reviews of internal misconduct. They participate in shift activities as necessary including enforcing local and State laws; may issue citations, make arrests, and transport prisoners. They may be called upon to supervise and personally conduct complete and detailed investigations of a general and specialized nature; coordinate investigations including those involving several officers, units and divisions; oversee and participate in undercover and surveillance operations; review all investigation reports and make recommendations and suggestions to officers.

Our sergeants supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects. Supervise and participate in the preparation of reports for various cases including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required. Supervise and participate in traffic control activities and accident investigations.

Volunteers

Our volunteers dedicate anywhere from few hours a month to over 40-hours a month. Our volunteer efforts are well organized by the volunteers at the direction of the chief of police. Our volunteer program has strengthened and improved the level of service our Police Department delivers to the community. Volunteers with the Auburn Police Department, have an opportunity to work with other dedicated volunteers and employees who take pride in what they do and how they do it. The volunteer program emphasizes and promotes teamwork, camaraderie, cooperation, communication, and professionalism. Volunteers can use their knowledge and life experience to benefit others, while receiving the personal satisfaction of knowing they are making a difference.

The Volunteer Program functions as a unit of the Auburn Police Department under the direction of the administrative sergeant, and supports the entire department and other operations within city hall. Our volunteers serve as extra "eyes, ears, and helping hands" for the Police Department, but do not engage in contacting, detaining, or arresting suspicious persons or criminals. Our volunteers are not permitted to carry or use weapons, and have no powers of arrest beyond those of any private person.

Our Police Department volunteers come from various backgrounds to include a few with corporate management and executive level experience. We do our best to place volunteers in assignments they will succeed in and enjoy. Some of these opportunities are greeting and assisting customers in our front lobby, answering phones, contacting the victims of prior crimes, assisting detectives with investigations, staffing community crime prevention events, delivering crime prevention presentations, conducting tours of the Police Department, marking abandoned vehicles, parking enforcement, Live Scan operations, checking homes while people are on vacation, directing traffic, locating and reporting traffic hazards, and working with businesses and neighborhood groups to improve safety and security.

Not everyone is suited to be a volunteer at the Police Department. With this in mind, we screen each applicant with a one-on-one interview prior to proceeding with anything after the initial application process. Once they have had an opportunity to ask initial questions and determine if they are a good match for the Police Department, they complete a personal history statement, submit fingerprints for a criminal history check, participate in a background check, and have one final interview with the chief of police. If this has not scared them away, they are trained in a function they are interested in and welcomed into our core group that has complete access to our facility.

Crime

Part 1 crimes (homicide, rape, robbery, assault, burglary, larceny (theft), and auto theft) continue to decrease in our city (Attachment E and F). From calendar year 2008 to calendar year 2010 we saw a 22% decrease. It would be very easy for the Police Department to take the entire credit for this decrease in crime. However, we feel that this is a result of the enhanced partnerships with our stakeholders, the increased deployment of volunteers, and the increased diligence of our patrol staff. Our supervisory staff continues to mentor our newest of employees, deploy them in a strategic manner, and encourage them to build community relationships. Attachment G is a side-by-side comparison of like cities in our region.

With the reduction in reported crimes, our investigations unit continues to have the ability to solve more of the complex cases they receive. Over the last three years, they have cleared 54% of their cases. This number is comparatively high, and shows the diligence and expertise that the people we assign to the Investigations Unit possess.

Our traffic deployment continues to be mainly our one motor unit. The number of traffic citations that we issue has remained relatively consistent, but the number of traffic collisions is down. We are in the process of rethinking our enforcement strategy, and in the future will be utilizing a written warning program.

All of the previous accomplishments were accomplishments with a more conscientious approach to the Police Department's budget. Between fiscal year 2008/2009 and fiscal year 2009/2010, the Police Department's overtime budget was decreased by 23%.

As we deploy our officers in the future, we will continue to make decisions based on community needs. These needs will continue to evolve and could be impacted by both the state and national economic situation.

On a state level, we will start seeing the impact of AB 109 on our community towards the end of this calendar year. AB 109 authorizes the transfer of thousands of state prisoners to local jails (and also shifts various other criminal justice functions away from the state and down to the county level (parole supervision). Without clear constitutional protections and inadequate funding, this could become a highly critical long-term public safety problem. At this point, we have no analysis on the number of Post Release Community Supervision (PRCS) we will see in our communities. Placer County Probation guesstimates 327 released from state prisons over two years will be released into our county, in addition to any new ones sentenced from the county level.

As previously stated, one of our officers is funded by a federal COPS grant. This funding will continue until September 30, 2012, but we have to fund the position for one additional year. With the current federal economic situation, it is not anticipated that this grant will be funded in the future.

Attachments

Attachment A-Organizational Chart From 2008

Attachment B- Organizational Chart From 2011

Attachment B-Dispatcher Duties

Attachment C-Officer Duties

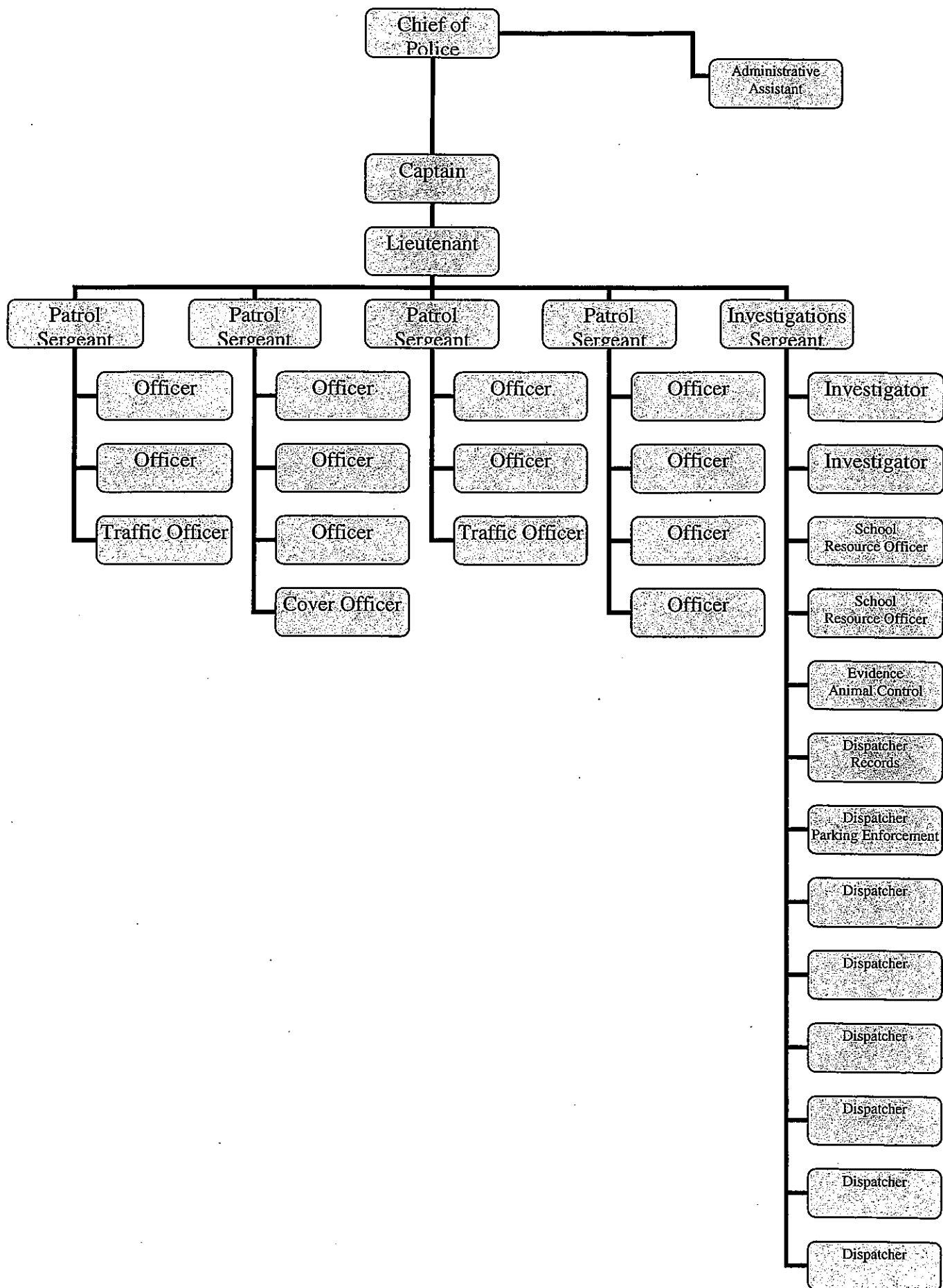
Attachment D-Sergeant Duties

Attachment E-Auburn Uniform Crime Report 2008 vs. California Uniform Crime Report 2008

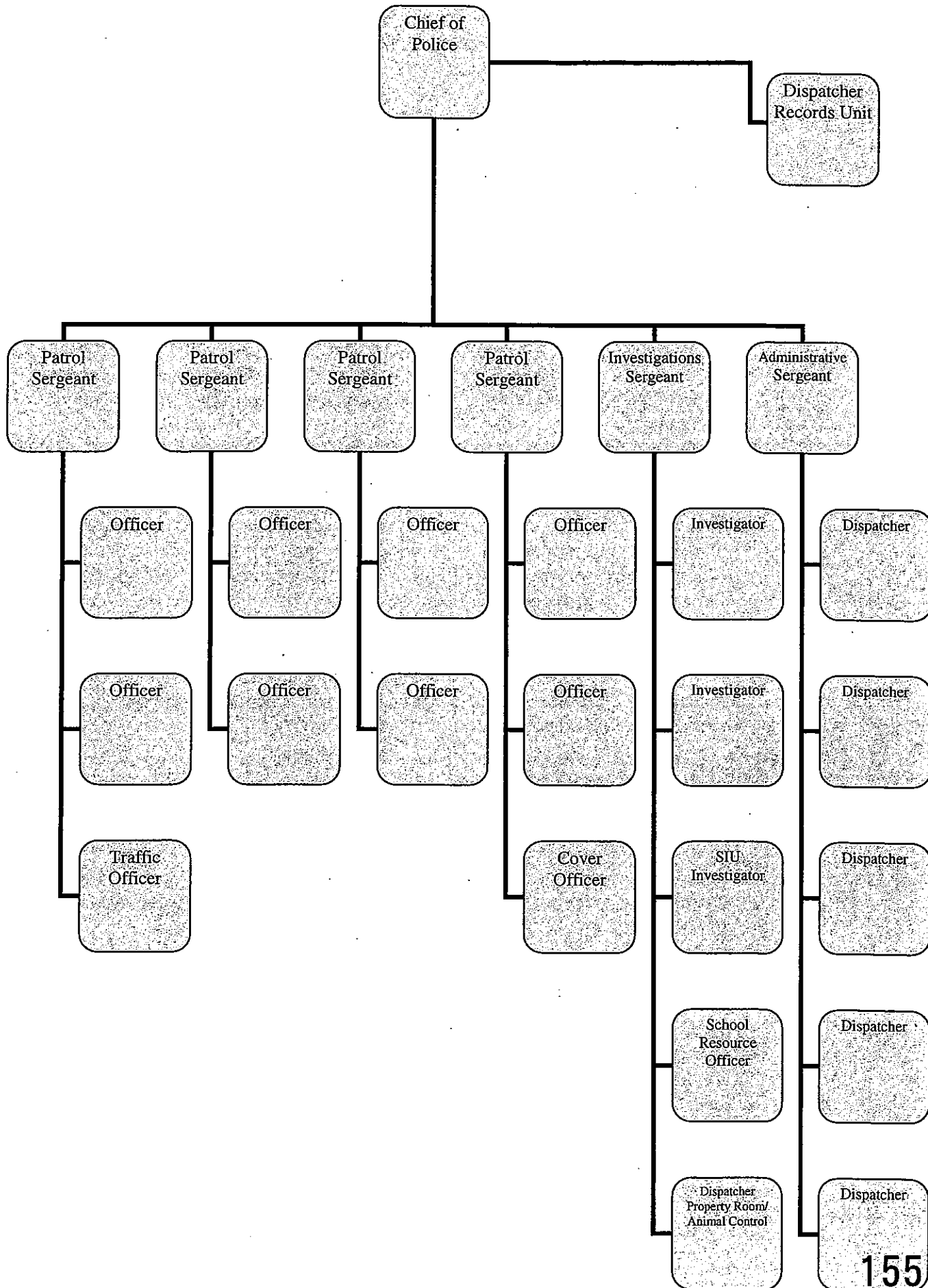
Attachment F-Auburn Uniform Crime Report 2009 vs. California Uniform Crime Report 2009

Attachment G-Statistical Comparison of Like Cities in Our Region

Auburn Police Department 2008



Auburn Police Department 2011



Attachment B Dispatcher Duties

- Receive, classify, and prioritize all incoming calls to the dispatch center including 911 calls and business line class received from citizens requesting service or information.
- Operate a variety of public safety communications equipment including a 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio system.
- Evaluate response necessary as dictated by a given request for service; determine nature, location, and priority of calls; operate computer aided dispatch system to create calls for service within response criteria guidelines; assign and dispatch appropriate emergency vehicles, equipment, and personnel in accordance with policies and procedures; transfer calls to other appropriate agency in accordance with established procedures; and obtain and dispatch other support services as necessary.
- Maintain contact with all units on assignment through computer aided dispatch; maintain status and location of police field units; maintain computer records of traffic stops and other officer initiated activity.
- Retrieve information from local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; relay information to officers in the field.
- Operate computer terminals and teletype machine to enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, citations, field interviews, driver license and vehicle registration information, and warrants on wanted persons; compose and transmit messages to other agencies.

Records Unit

- Prepare, maintain, and release of materials related to law enforcement activities including organizing, processing, maintaining, updating, and routing a variety of departmental reports, records, and files.
- Operate and maintain the departmental centralized record keeping systems; make inquiries; enter reports; update individual files; and update codes.
- Perform a variety of general clerical duties in support of the department; compile, maintain, process, and prepare a variety of records and reports; type transcripts from taped interviews; maintain various files; prepare supplemental reports as directed.
- Operate and maintain the computer messaging system to notify residents of fire conditions; update phone numbers of residents in specified fire zones.
- Control the security of the police building; operate and monitor internal security system.

- Serve as dispatch and/or records training officers for new dispatchers, police officers, and police reserve. T
- Train new police officers, police reserves and new dispatchers on communication and records procedures, and as assigned, they process, evaluate, and distribute police reports and records ensuring that information is released in accordance with related laws and departmental policies.
- Develop and manage the department records and information management efforts.
- Organize, convert, and integrate files for storage.
- Consults with users on automated records management applications and recommends software solutions.
- Ensures that all information practices meet state regulations.
- Performs a wide variety of responsible and complex secretarial, administrative, and programmatic duties in support of the chief of police.
- Assists the entire department in collecting, compiling, analyzing, and assembling information from various sources on a variety of specialized topics related to public safety.
- Utilizes various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing or spreadsheet software.
- Maintains and orders office supplies; prepares purchase orders; receives invoices and checks for accuracy; processes payments.
- Operates a variety of office equipment including a typewriter, telephone systems, copier, facsimile machine, adding machine, cash register, and/or computer.

Property Room/Animal Control Unit

- Receives, stores, records, and issues money, valuables, and other articles seized as evidence, removed from prisoner, or recovered, lost, or stolen property:
- Prepare record of articles and valuables received, including description of article, name of owner (if known), name of police officer who submitted property, and reason for retention.
- Issues property being retained as evidence to officer at time of trial upon receipt of authorization.
- Telephones owners or mails letters to notify owners to claim property, and releases lost or stolen property to owners upon proof of ownership.
- Returns property to released prisoners. Prepares lists of articles required by law to be destroyed and destroys narcotics and drugs (upon authorization) in presence of official witnesses.
- Sends alcoholic beverages to state liquor commission. Lists and sends unclaimed or confiscated money to auditor's office and sends unclaimed and illegal weapons for official destruction.
- Prepares inventory of unclaimed articles for possible sale at auction or donation to charitable organization.
- Enforces various City ordinances and regulations governing animal control; maintain records and reports; impound, feed, and dispose of animals as needed.

- Patrol assigned areas; capture and impound dead, sick, injured, stray, or trapped domestic and non-domestic animals.
- Responds and investigates complaints from the public regarding stray, sick, injured, and abused animals; investigates cases of cruelty, neglect, abandonment, animal bites, and barking dogs.
- Explains various ordinances regarding animal control to the public; post signs and distribute flyers and pamphlets.
- Writes citations for violations of City ordinances related to animals; respond to court requests for contested citations.
- Assists in the removal of deceased animals from City property and other locations; assists the public in trapping domestic and wild animals.
- Euthanizes severely injured, diseased, or vicious animals that cannot be captured.
- Works with the county to quarantine biting animals for observation according to established guidelines.
- Prepares and maintains a variety of files, records, and reports regarding impounded animals, animal bites, quarantines, investigations, citations, and daily statistics.
- Operates and maintains an animal control vehicle; utilizing a variety of animal control devices and equipment including leash, muzzle, traps, catchpole, net, radio and tranquilizing equipment.
- Works closely with the county on a regular basis to accomplish their required tasks.

Attachment C Officer Duties

- Performs a variety of duties involved in the enforcement of laws and the prevention of crimes; controls traffic flow and enforce State and local traffic regulations.
- Participate in and conduct a variety of criminal investigations; provide support and assistance to special crime prevention and law enforcement programs; and they perform a variety of technical and administrative tasks in support of law enforcement services and activities.
- Patrol designated areas of the City in car, by foot, or other means to preserve law and order.
- Discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances, and they maintain awareness of and remain alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
- Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, animal control, and related incidents; respond to and provide assistance at a variety of public service type calls that are non-criminal in nature.
- Conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any crime has been committed; identify, collect, preserve, process, photograph, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
- Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under Federal, State and local laws and codes.
- Control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.
- Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at parades, festivals, riots, and other events.
- Serve as liaison and public relations officer for the assigned area.
- Establish and preserve good relationships with the general public; may develop reliable informants and provide intelligence information to divisional and/or departmental personnel.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
- Participate in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.

- Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; prepare and submit news releases; maintain and calibrate specialized equipment including preliminary alcohol screening devices.
- Prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
- Testify in juvenile, civil, traffic, municipal, and criminal courts, and parole and DMV hearings; prepare and present evidence; respond to mandatory court calls during irregular hours.
- Answer questions from the public concerning local and State laws, procedures, and activities of the department.
- Assist in receiving, searching, booking, fingerprinting, and transporting prisoners.
- Make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police Department activities.
- Serve as liaison to neighborhood watch groups and schools.
- Train new recruits and lateral police officers
- Document trainee progress and prepare evaluations; and serve as acting field supervisor as assigned.
- Serve as law enforcement officer, law related counselor, and law related instructor at all of the schools within the City.
- Provide crisis intervention services; provides information and assistance to local school staff and students; makes group presentations; attends committee meetings; serves as liaison between the school and the Police Department; maintains program statistics and reports.

Attachment D
Sergeant Duties

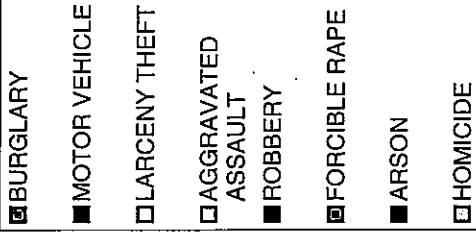
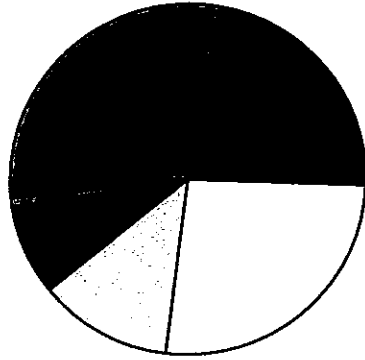
- Supervise, assign, review, and participate in the work of law enforcement staff involved in traffic and field patrol, investigations, administration, crime prevention, community relations, and related services and activities.
- Serve as watch commanders on an assigned shift; overseeing and participating in all work activities, and they assume responsibility for assigned special programs, projects, or department-wide functions or activities.
- Coordinate activities with other agencies; and perform a variety of administrative and technical tasks relative to assigned area of responsibility.
- Plan, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in traffic and field patrol, investigations, community relations, and related services and activities.
- Supervise non-sworn staff in dispatch, records, parking enforcement, animal control, and property and the evidence room as assigned.
- Inspect equipment including vehicles; approve police reports and arrests; review shift incidents and prepare End of Watch Reports.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures.
- Participate in the selection of law enforcement staff; interview applicants and conduct background investigations; coordinate and administer various examinations including proctoring written, physical agility, and other related tests as needed; preparing written reports recommending hire of new officers.
- Train and evaluate assigned personnel; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.
- Respond to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command and the Standardized Emergency Management Systems.
- Assume responsibility for assigned collateral functions including special programs, projects, or department-wide functions or activities.
- Supervise specialized teams and our reserve program.
- Participate in the planning and supervising of special events in the City.
- Maintain liaison with other City departments, investigators, District Attorney, and Coroner.
- Serve as liaison to various civic groups or business organizations; serve on various committees; provide a full range of administrative support to management staff; conduct a variety of organizational studies, investigations, and operational studies.
- Recommend modifications to programs, policies, and procedures as appropriate.
- Prepare departmental policies and procedures; assist in the development of new and revised City ordinances pertaining to the law enforcement services and activities; prepare and present staff reports and other necessary correspondence.

- Conduct internal affairs investigations (citizen complaints) and Administrative Reviews of internal misconduct.
- Participate in shift activities as necessary including enforcing local and State laws; may issue citations, make arrests, and transport prisoners.
- Supervise and personally conduct complete and detailed investigations of a general and specialized nature; coordinate investigations including those involving several officers, units and divisions; oversee and participate in undercover and surveillance operations; review all investigation reports and make recommendations and suggestions to officers.
- Supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Supervise and participate in the preparation of reports for various cases including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.
- Supervise and participate in traffic control activities and accident investigations.

2008 UCR CALIFORNIA

BURGLARY	27.90%
MOTOR VEHICLE	22.60%
LARCENY THEFT	26.50%
AGGRAVATED ASSAULT	12.30%
ROBBERY	8.10%
FORCIBLE RAPE	1.00%
ARSON	1.30%
HOMICIDE	0.30%

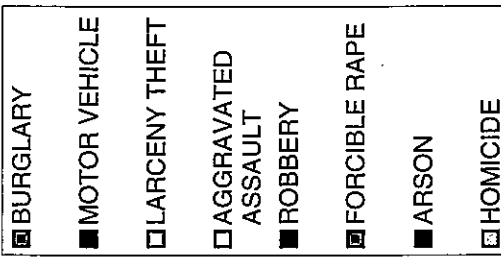
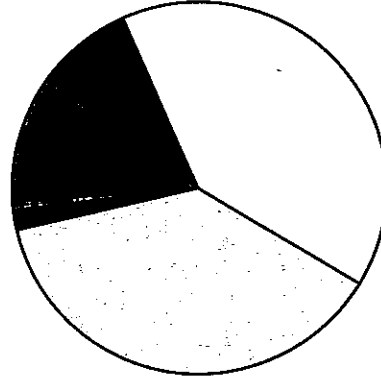
2008 UCR CALIFORNIA



2008 UCR AUBURN

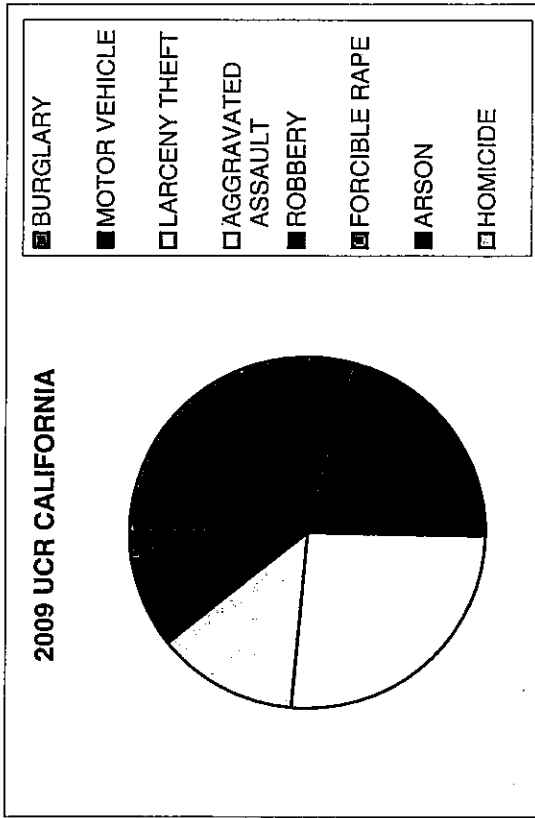
BURGLARY	10.00%
MOTOR VEHICLE	8.41%
LARCENY THEFT	40.45%
AGGRAVATED ASSAULT	37.78%
ROBBERY	1.64%
FORCIBLE RAPE	1.02%
ARSON	1.02%
HOMICIDE	0.00%

2008 UCR AUBURN



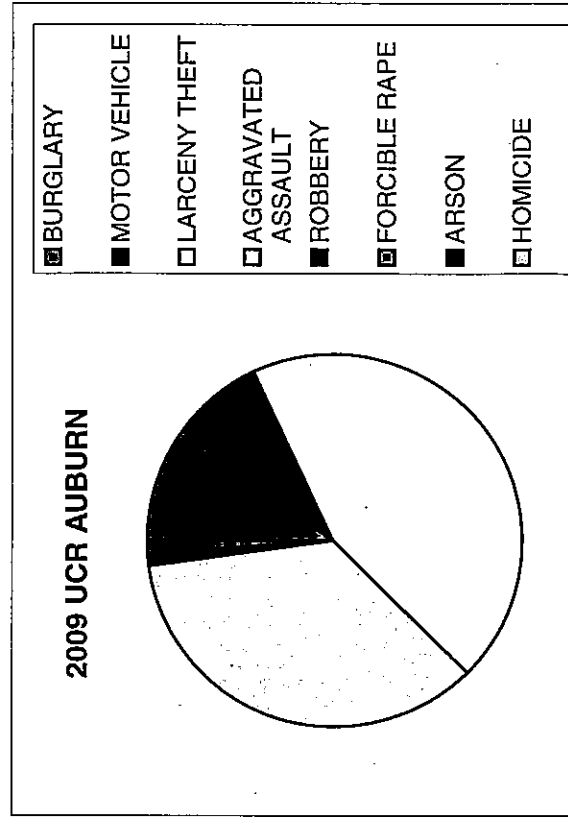
2009 UCR CALIFORNIA

BURGLARY	29.40%
MOTOR VEHICLE	21%
LARCENY THEFT	26%
AGGRAVATED ASSAULT	12.80%
ROBBERY	8.20%
FORCIBLE RAPE	1.10%
ARSON	1.20%
HOMICIDE	0.30%



2009 UCR AUBURN

BURGLARY	10%
MOTOR VEHICLE	8%
LARCENY THEFT	44%
AGGRAVATED ASSAULT	35%
ROBBERY	1.30%
FORCIBLE RAPE	1%
ARSON	0%
HOMICIDE	0%



AGENCY COMPARISON 2008/2009/2010

	Auburn PD			Placerville PD			Truckee PD			Grass Valley PD			
	2008	2009	2010	2007	2008	2009	2010	2007	2008	2009	2010	2007	2008
Population	13,100	13,432	13,432	10,500	10,500	10,500	10,500	15,657	15,657	15,657	16,180	13,000	13,000
Murder/Homicide	0	0	0	0	0	0	0	0	0	1	0	0	0
Rape	6	4	7	7	1	4	5	1	0	3	0	4	7
Robbery	8	8	14	6	8	7	6	7	2	2	2	6	9
Assault	212	182	143	140	134	155	140	157	83	91	115	195	198
Burglary	60	51	60	68	96	48	77	81	60	59	50	76	73
Vehicle Theft	46	41	45	25	33	20	14	20	19	8	7	28	33
Arrests	1,221	1,134	758	984	1,057	512	495	876	730	604	563	2,176	1,494
Warrant Arrests	218	163	182	288	179	94	94	100	83	64	57	324	155
Incidents	23,219	25,125	25,216	17,664	17,633	14,230	13,391	6,052	5,964	8,090	8,321	33,085	31,745
# of Reports	4,318	5,153	3,683	2,614	2,344	1,693	1,850	2,616	2,326	1,870	1,711	3,357	3,479

LEGEND:

Assault includes Simple and Aggravated

**information not tracked

APD Legend:

The below legend clarifies what data Auburn PD uses to complete this comparison report.

Assault - (Simple + Aggravated + Dangerous Weapon)

Arrest - UCR Part II Arrests + Traffic Citations & Warrants

Warrant Arrests -LEADS RMS Totals

Incidents- Traffic stops + All Other Events

Number of Reports - LEADS RMS (Number Includes Accidents, Crime Reports, Information Reports, Some Traffic Citations)

AGENCY COMPARISON 2008/2009/2010

	Auburn PD			Placerville PD			Truckee PD			Grass Valley PD			
	2008	2009	2010	2007	2008	2009	2010	2007	2008	2009	2010	2007	2008
Accidents	217	183	193	253	168	168	147	207	202	159	162	408	413
Citations	1,525	1,898	1,817	1,597	1,965	737	637	1,441	1,867	1,422	1,045	3,339	1,305

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